

PROCEDURE CHANGE

DOCUMENT: PP1

SECTION: H-14 - Employee and Volunteer Screening

CURRENT WORDING:

In Policy and Procedures Manual #2 - Sport and Technical

F-3 PROCEDURE: Coaches' Security Clearance

Coaches register with their clubs, (and not directly with the Association), therefore it is the responsibility of all member clubs to:

1. Obtain security clearances (known as Criminal Record Checks) for all coaches registered with their club.
 2. Set their own policies as to when and how often such clearances are obtained and updated and the manner by which such documents are secured within the club. BCSSA recommends that this be undertaken at least biennially (every two years).
 3. Provide to the BCSSA, on or before November 15th annually, a list of their coaches confirming that security clearance documents have been obtained for such coaches.
 3. Inform the Association of any additions and/or deletions to the aforementioned list as circumstances warrant.
 4. Coaches not listed by their clubs confirming (3) above will not be permitted to coach at any event which has received a BCSSA sanction.
5. Coaches not listed by their clubs confirming (3) above will:
- a) Not be considered by BCSSA to represent the Association at Inter-provincial, Regional (outside of BC), National and International competitions.
 - b) May not be eligible to receive, from the Association, any funding which would otherwise accrue.

PROPOSED CHANGE:

Remove F-3 (both Policy and Procedure) from Policy and Procedures Manual #2 and add to Policy and Procedure Manual#1 - Section H-14

H-14 PROCEDURE: Employee and Volunteer Screening Procedure

SCREENING STANDARDS

The screening process is intended to help prevent maltreatment and identify potential risks to the organization. Screening is based on two processes; personal interview and reference check and a Criminal Records Review.

The screening process does not replace the practice of "Rule of Two" when working with children, youth and vulnerable adults.

Personal Interview and Reference Check

1. The personal interview in combination with a reference check has been shown to be one of the most powerful tools in preventing maltreatment in sport.
2. The interview is best conducted by 2 people, one of which should be the applicant's immediate supervisor.
3. A sample interview would be:
 - a. Explain the interview process
 - b. Describe the position the applicant is hoping to fill
 - c. Describe the screening process
 - d. Assess the applicant's skills for the position. Review the questions in the Sample Reference Check document for sample interview questions. The document can be found [here](#).
 - e. Look for attitudes toward children, teamwork and working with parents.
4. Assess the applicant suitability for the position and their general demeanor as it relates to the culture of speed skating and particularly as it relates to the safety of our members.
5. The interviewers should obtain 2 references that relate to sport or the applicant's volunteer work if possible.
6. A sample Reference Check Questionnaire is available [here](#).

Criminal Records Review

1. Upon completion of the Personal Interview and Reference Check a person applying for a position that is identified as requiring a Criminal Records Review, the applicant's name should be submitted to the BC Speed Skating Screening Officer.
2. The BC Screening Officer is the Executive Director or their designate.
3. The following information is required"
 - a. Full Name of Applicant
 - b. Position within BC Speed Skating
 - c. Email address
 - d. Telephone number
 - e. If the applicant has an existing Criminal Records Review.
4. The BC Speed Skating Screening officer will submit the information to the BC Criminal Records Review Process.
5. All information will be kept confidential in accordance with BC Speed Skating's Privacy Policy.
6. The person requesting the Criminal Record Review and the applicant will be advised if the applicant has passed the screening and is able to work unsupervised with children or vulnerable adults.
7. An applicant may be required to provide further information to complete the Criminal Records Review, including fingerprints.

8. An applicant may begin work in their role prior to the Review being completed, but the Rule of Two must be maintained.
9. If an applicant does not pass or does not complete the screening process they are prohibited to hold a position where a Criminal Record Review is required.
10. Criminal Record Reviews must be renewed every 5 years.
11. **Equivalent** Criminal Record Reviews from other organizations may be accepted as long as they have been completed within the last 3 years.
12. Applicants may also be screened for offences that occurred outside of Canada, which would be considered an indictable offence under the laws of Canada had the offence occurred in Canada.
13. If an individual is charged with or convicted of an offence, that person must report the charge or conviction to the organization within 1 week. BCSSA may request the individual refrain from participation until their proceedings have been settled.
14. An individual's conviction of any Criminal Code offenses may result in termination from any designated positions, program, activity or event upon the sole discretion of the organization.

SUPPORTING DOCUMENT:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>

RATIONALE:

Supports safe sport policy and provincial legislation

PROPOSED BY: Staff

RESULT: Board Approved Sept 12, 2021

DATE: